FORM RM-1 REV. 2/75

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. C-450-B

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

3-3

Revenue Division

Off	Fice of Finance- Baltimore County	Revenue Division
	AGENCY	DIVISION
Item No.	Description	Retention
- 4	Parking Violation Control - Court Dispositions	
	Description: Court copy of violation notice used for disposition of trial. Contains date of trial and signature of presiding judge.	Retain for 3 years, then destroy
	File arrangement: Filed in 6 x 9 envelopes by date work was updated in parking file.	
	Amendment to add Item 4 to existing Records Retention Schedule C-450	
	Approved for Baltimore County	
	Records Management Officer Date	
Schedule approved by Department, Agency or Division Representative Revenue Supervisor - 2/8/79 Acting Director of Finance		
	Acting Director of fi	nance // / / / Date

Schedule Authorized by Hall of Records Commission

Dispusal Authorized by Board of Public Works